

Terminating a Student Employee

- When a department is anticipating the involuntary termination of a student, call Payroll immediately.
- Upon termination of an employee we are required by law to pay the person for all hours due within six business hours.
- Please notify Payroll of all final hours for the current pay period and the prior one if it hasn't paid yet.
 - Complete an Hourly Timesheet for the current pay period.
 - If the prior pay period has approved hours but not paid yet then payroll will add those hours to their final pay.
 - Payroll will delete all unpaid timesheets – Dept is responsible in making sure employee doesn't enter hours again by NOT approving additional hours
 - Payroll will terminate the job in NBAJOBS.

NOTE: If they are **Work Study** then you will need to send a Student Action Form to Student Employment to let them know why they were terminated. Payroll will notify them as well. Student Action Form can be found at http://www.unco.edu/ofa/downloads/2014-2015/Student_Employment_Action_Form.pdf

*There is no charge to prepare the check for an involuntary termination.

*The check will then be available in the Payroll office to be picked up. Please help us comply with Colorado State labor regulations.